

Display Rules and Regulations

REQUEST FOR SPACE

The Display Request Form constitutes an agreement between the National Roundabout Conference (hereinafter referred to as National Roundabout) and the display organization. By requesting space, the display organization agrees to the following rules and regulations. Any point not specifically covered in these rules and regulations is subject to the decision of National Roundabout whose decision shall be final.

ELIGIBILITY FOR DISPLAYING

In keeping with the educational purposes of the conference, any organization whose proposed display will enhance the educational purpose of National Roundabout is eligible to apply for a display. National Roundabout reserves the right to reject any request that in its judgment does not meet this criterion.

DISPLAY ACCEPTANCE

Acceptance will be made on a first-come, first-served basis. National Roundabout reserves the right to reassign selected displays with the organization's consent for the benefit of the conference.

CANCELLATIONS

The display organization shall have the right to cancel this agreement at any time by written notice to National Roundabout (email jmiller@nas.edu). No Refunds.

DISPLAY

National Roundabout will provide a tent card with the organization's name, one 6' draped table and two chairs. **Security will not be available to hire or be provided by National Roundabout; however, while National Roundabout will not provide electricity or Internet, display organizations may order and pay for these by contacting the hotel directly at 970-479-7004. All materials left at the close of the conference will be disposed.**

The display area is confined to the table tops only. National Roundabout reserves the right to direct revisions of any display that does not comply with these guidelines.

USE OF SPACE

No organization is permitted to promote products, equipment, or services other than its own. No subletting or sharing of displays is permitted. All activities must be confined to the limits of rented displays, and must not impede traffic or interfere with the activity of others. National Roundabout may evict organizations who, because of noise, conduct of personnel, methods of operation, or any other reason, detract from the general educational character of the meeting. In the event of eviction, National Roundabout will not issue a refund.

HOSPITALITY

Hospitality suites may not be open during official program hours, which include social activities sponsored by National Roundabout. Organizations are not permitted to display equipment or products or to conduct product demonstrations in suites or sleeping rooms during National Roundabout.

DISTRIBUTION

Distribution of product/service literature may be made only within the table top display assigned to the organization presenting such material. Organizations or firms not assigned a display will not be permitted to solicit business at the conference. Only customary/descriptive product literature and samples may be distributed to meeting attendees.

PROTECTION OF FACILITY

Organizations shall not deface any part of the facility. The cost of repairing any damage caused by the organization, its employees, representatives, or agents will be billed to and paid by the display organization. Nothing can be taped, tacked, nailed, screwed, or otherwise posted to the columns, walls, floors, ceiling, furniture or other property of the hotel. All setup and dismantling of displays and equipment must be conducted within the hotel.

**LABOR/SAFETY/
FIRE CODES**

The organization is responsible for knowledge of and compliance with all union requirements and fire and safety codes.

LIABILITY AND INSURANCE

The organization is responsible for any claims arising out of its own negligence, or out of the negligence of its employees or agents. The organization shall be responsible for protecting its own property to its full value, either through purchased insurance or self-insurance. National Roundabout will not assume responsibility for any loss or damage to display property.

In holding the display, National Roundabout does not act as the agent of the display organization, the facility, or any other party. Claims against any party other than National Roundabout are to be submitted directly to the party involved.

In the event the Display is canceled, or the display organization does not participate due to circumstances within the control of National Roundabout, the liability of National Roundabout shall be limited to a refund of all monies paid by the display organization as display rental and registration fees.

